

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

Note: although these
cases are dated
29-30 June is
the date intended.

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-205: dated 21 October 1959

STATINTL [REDACTED], GS-12, Logistics Officer
FE, DD/P

A. Summary of Suggestion

Suggerster proposed that cost of cables be reduced through more discriminative use of cable verbiage. Suggerster noted that in cases where cables include allotment or cost center number, or sometimes both, the project crypto, or "SUPPORT" in lieu of station, could be more economically cited.

B. Summary of Evaluations

Chief of Supply, OL, on a recent TDY, visited the area at fault and personally explained that this action was unnecessary. As a result, and because this suggestion brought the problem to the fore, the problem was resolved.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation, Advisory award.

D. Decision of Chairman

STATINTL



Chairman
Suggestion Awards Committee

letter

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-357: dated 2 February 1959

STATINTL

[REDACTED], GS-7, Stenographer
NE, DD/P

A. Summary of Suggestion

Suggester proposed revising Form 51-59, Operational & Source Cover Sheet, to include lines for "Country", "Subject" and "File Number" (at present, these items must be typed in), and to extend the space allowed for "References" and "By Copy Distribution".

B. Summary of Evaluations

FI/RQM reports that this suggestion was adopted and incorporated in a new Form No. 1467, Report Cover Sheet. Several copies of this form are prepared for every pouched information report (many thousands prepared annually and every field installation prepares such reports).

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. \$15.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



Chairman
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-359: dated 12 January 1960

STATINTL [REDACTED] GS-7, Fiscal Acct. Asst.
Comptroller, DD/S

A. Summary of Suggestion

Suggester proposed that procedures for the Accounting Branch, Fiscal Division, Office of the Comptroller, be changed: a) To establish a new general ledger account to record ~~non-reimbursed~~ outstanding cash disbursements; and b) To require the disbursing Officer to submit a more detailed form showing the accounts which have been reimbursed. At present, an adding machine tape accompanied by a Voucher & Schedule of Payments form is the only supporting material for these reimbursements.

B. Summary of Evaluations

As a result of this suggestion, a new general ledger account and corresponding change in recording cash disbursements has been established.

The second part of the suggestion was not adopted. The ~~material~~ tape already supplied by the Disbursing Officer adequately documents the ^{adding machine} and the SF 1166 reimbursements.

C. Recommendation of Executive Secretary

\$25.00 award based on Intangible Benefits (Slight-Limited) for the first part of this suggestion only.

D. Decision of Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

Award

*On
D/S as recom'd*

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-390: dated 18 February 1960

STATINTL [REDACTED] Analyst
RID, DD/P

A. Summary of Suggestion

Suggester proposed the deletion of the Abstract Block on all record and routing sheets. At present these blocks are checked before any document is processed. The suggester considered this step to be unnecessary.

B. Summary of Evaluations

The advantages of the Abstract Block include: a) separation of completed from uncompleted work on the basis of entries made in the Abstract Block; b) evidence of previously prepared Abstracts requiring new Abstracts because of reclassification procedures.

Although the Abstract Block will continue to be used on all forms, because of the suggestion this clerical procedure, which had been assumed by the analysts, has now been placed in a strictly clerical sphere.

C. Recommendation of Executive Secretary

1. Not in line-of-duty
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED]

[Signature]

Award

Chairman
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-413: dated 9 March 1960

STATINTL [REDACTED], GS-4, Micro-Photographer
Machine Division, OCR

A. Summary of Suggestion

Suggester proposed that a fire alarm be placed in Room 7, Riverside Stadium, because the nearest alarm is not always heard and employees must depend on verbal instructions as to fire drills, etc.

B. Summary of Evaluations

1. A fire gong is being installed in Room 7 to provide a warning system for persons in that area.
2. The safety factor involved makes monetary advantages intangible.

C. Recommendation of Executive Secretary

\$1500 award based on intangible benefits (Slight-Limited)

D. Decision of Chairman

STATINTL



Chairman
Suggestion Awards Committee

Kittren
as recom'd
Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-415: dated 19 February 1960

STATINTL [REDACTED], GS-14, Area Ops. Officer
FE, DD/P

A. Summary of Suggestion

Suggerster proposed that Form 1050 be modified so that numbers run from No. 1 at the beginning of the Form, consecutively, through to the last number at the end of the Form. At present each section is numbered from No. 1 on through, and there is confusion with several Nos. 1, several Nos. 2, etc.

B. Summary of Evaluations

STATINTL 15,000 new forms (1050) have been ordered by [REDACTED]
CI, DD/P, and concurred in by RMS (verbally).

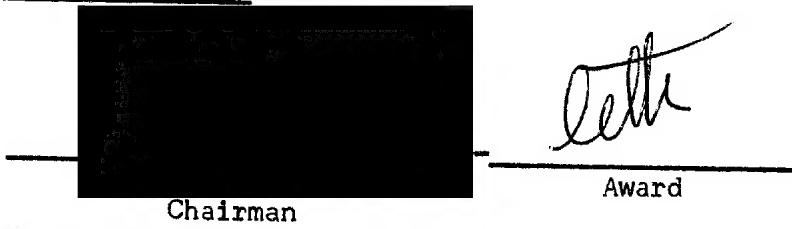
The average usage of this Form is about 100 a week. Numbering, as proposed by the suggester, has been adopted for use on Form 1050. Evaluators consider this format for numbering to be far superior to the present system, especially for cable reference purposes.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation.

D. Decision of Chairman

STATINTL



C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL SUGGESTION NO. 60-424: dated 15 March 1960

[REDACTED], GS-4, Guard
Guard Force

A. Summary of Suggestion

Suggester proposed that incorrect EXIT signs posted in Temporary Buildings I, J, K, and L be corrected to eliminate confusion to employees and visitors trying to leave these buildings.

B. Summary of Evaluations

1. Exit signs reading, "Emergency Exit Only", and "Open Exit" will be posted where applicable.
2. In corner of Wing 5 (Tempo K Building) sign reading, "Entrance to Building, Rear 4th Wing" will be posted.
3. Sign to read, "Entrance" will be posted outside of rear of Wing 4.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$10.00 award based on Intangible Benefits (Slight-Limited).

D. Decision of Chairman

STATINTL



Chairman
Suggestion Awards Committee

Tem

Award

S-E-C-R-E-T

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-465: dated 25 November 1959

25X1A [REDACTED], GS-6, Warehouse Supervisor
25X1A [REDACTED] OTR, DD/S

A. Summary of Suggestion

25X1A

Sugester proposed that buses [REDACTED] be equipped with electric fans, aimed at the side windows nearest the driver, to afford a clear side view in inclement weather. Defrosters only clear the front windshields. These buses are used for transportation to schools, as well as normal [REDACTED] transportation.

B. Summary of Evaluations

25X1A

This suggestion has been adopted [REDACTED] with an improvement in safety and efficiency. Agency buses are already equipped with defrosters and fans.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. \$25.00 award based on Intangible Benefits (Slight-Limited)

D. Decision of Chairman

25X1A

[REDACTED]

Chairman
Suggestion Awards Committee

Twenty-June

Award

C-O-N-F-I-D-E-N-T-I-A-L

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 60-480: dated 17 March 1960

25X1A [REDACTED], GS-12, Budget Officer
OS, A&TS, DD/S

A. Summary of Suggestion

Sugester proposed revision of an internal office procedure for forwarding time and attendance reports to [REDACTED] offices of the Office of Security. The suggestion eliminated the following procedures: (1) Preparation, mailing, and filing of [REDACTED] memos every two weeks to [REDACTED] offices. Memos were prepared in an original and three copies. (2) Review of reports by GS-14, GS-13, and GS-5 personnel every two weeks for a total of 1½ hours. This occurred in the C&R organizational unit.

25X1A

B. Summary of Evaluations

The suggestion was adopted in the Office of Security and placed in effect on 22 March 1960. In addition to saving the typing, review, mailing and filing of unnecessary correspondence, it has accelerated the transmission of T & A cards to OS [REDACTED] offices, thereby increasing the efficiency of the entire T & A card operation. Office of the Comptroller reviewed the suggestion and stated that it pertains entirely to OS procedures.

25X1A

C. Recommendation of the Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of the Chairman



Suggestion Awards Committee

Twenty-five dollars
Award

25X1A

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

STATINTL SUGGESTION NO. 60-488: dated 13 April 1960 [REDACTED], GS-9, Operations Officer
SR, DD/P

A. Summary of Suggestion

Suggerster proposed that the schedules for the shuttle buses be listed in detachable form in the Agency Telephone Directory to make the printed schedule easily accessible to all employees.

B. Summary of Evaluations

The Agency Telephone Directories have limited distribution, usually one copy per office, therefore rather than giving the schedule wider distribution, it would limit it to approximately one employee per office. However, the suggestion has prompted a notation in the Directory of where and how to obtain Agency shuttle bus schedules, which will read as follows:

"Agency shuttle bus schedules may be obtained by Agency supervisors or their authorized representatives by calling 2217"

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

Jellr

Award

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATION FOR THE CHAIRMAN

SUGGESTION NO. 60-500: dated 14 April 1960

STATINTL

[REDACTED], GS-9, Logistics Officer
OS, DD/S

*Property & Supply Officer
deputy*

A. Summary of Suggestion

The suggester proposed that the second-floor storage room presently used by the Office of Security for handling bulk operational equipment, stationery and supplies, visual aids, etc., for Headquarters and the field, be transferred from its present location one floor and two wings away from the Office of Security, Logistics Branch, to the existing guards' locker room located on the first floor next to the wing housing the Logistics Branch which has charge of the room.

B. Summary of Evaluation

[Daily] The suggestion will eliminate the hauling of an average 65-pound delivery to and from the second floor of the building as well as cutting time required for issuance and receipt of the equipment. Probability of accident or injury is lessened through the elimination of carrying heavy equipment up and down stairs.

C. Recommendation of the Executive Secretary

1. Not in line-of-duty
2. Letter of Appreciation

D. Decision of the Chairman

STATINTL



Chairman
Suggestion Awards Committee

C-I-A I-N-T-E-R-N-A-L U-S-E O-N-L-Y

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 60-524: dated 25 April 1960

STATINTL [REDACTED] GS-12, Investigator
OS, DD/S

A. Summary of Suggestion

This suggester proposed that the unused space in the North Barton Parking area be made into a legal parking space. It had previously been considered illegal due to the fact that it adjoins the fire lane. This area is large enough to accommodate two cars and the suggester proposed that he be assigned one of the spaces.

B. Summary of Evaluations

The suggestion was acted upon by the Office of Logistics and brought about a slight improvement. Originally this space had been assigned to the Office of the SSA, DD/S, but was abolished to make a needed right-of-way. Due to the suggestion, the space was converted and assigned to the Office of SSA, DD/S.

C. Recommendation of Executive Secretary

1. Not in line-of-duty.
2. Letter of Appreciation

D. Decision of Chairman

STATINTL

[REDACTED]

Chairman
Suggestion Awards Committee

letter

Award

SUMMARY OF SUGGESTIONS AND ACTION TAKEN BY CHAIRMAN

MINIMAL AWARD CASES

30 June 1960

25X1A Sugg. No. 60-205: dated 21 October 1959
[REDACTED], GS-12, Logistics Officer
FE, DD/P

Summary : Suggester proposed that cost of cables be reduced through more discriminative use of cable verbiage. Where cables include allotment or cost center number the project crypto or "SUPPORT" in lieu of station could be more economically cited.

Action Taken : Chief of Supply, OL, while visiting the area at fault, explained mistake, and because of this action the problem was resolved.

Award : Letter of Appreciation

25X1A Sugg. No. 60-357: dated 2 February 1959
[REDACTED], GS-7, Stenographer
NE, DD/P

Summary : Suggester proposed revision of Form 51-59, Operational & Source Cover Sheet, to include lines for "Country", "Subject" and "File Number" (at present, these items must be typed in), and to extend the space allowed for "References" and "By Copy Distribution."

Action Taken : This suggestion was adopted and incorporated in a new Form No. 1467, Report Cover Sheet. Several copies of this form are prepared for every pouched information report (many thousands prepared annually and every field installation prepares such reports).

Award : \$15.00 award granted.

25X1A Sugg. No. 60-359: dated 12 January 1960
[REDACTED] GS-7, Fiscal Acct. Asst.
Comptroller, DD/S

Summary : Suggester proposed that procedures for the Accounting Branch, Fiscal Division, Office of the Comptroller, be changed: a) To establish a new general ledger account to record outstanding cash disbursements; and b) To require the disbursing Officer to submit a more detailed form showing the accounts which have been reimbursed. At present, an adding machine

Sugg. No. 60-359 Contd.

Minimal Awards Cases Cont'd.
30 June 1960

form is the only supporting material for these reimbursements.

Action : A new general ledger account and corresponding change in recording cash disbursements has been established. The second part of the suggestion was not adopted, however, because the adding machine tape and the SF1166 already supplied by the Disbursing Officer adequately document the reimbursement.

Award : \$25.00 award granted.

25X1A Sugg. No. 60-390: dated 18 February 1960

[REDACTED], GS-5, Analyst
RID, DD/P

Summary : Suggester proposed the deletion of the Abstract Block on all record and routing sheets. At present these blocks are checked before any document is processed, and this step was thought to be unnecessary.

Action : Although the Abstract Block will continue to be used on all forms, because of the suggestion this clerical procedure, which had been assumed by the analysts, has now been placed in a strictly clerical sphere.

Award : Letter of Appreciation.

25X1A Sugg. No. 60-413: dated 9 March 1960

[REDACTED], GS-4, Micro-Photographer
Machine Division, OCR

Summary : Suggester proposed that a fire alarm be placed in Room 7, Riverside Stadium, because the nearest alarm is not always heard and employees must depend on verbal instructions as to fire drills, etc.

Action : A fire gong is being installed in Room 7 to provide a warning system for persons in that area.

Award : \$15.00 award granted.

25X1A Sugg. No. 60-415: dated 19 February 1960

[REDACTED], GS-14, Area Ops. Officer
FE, DD/P

C-O-N-F-I-D-E-N-T-I-A-L

Sugg. No. 60-415 Contd.

Minimal Awards Cases Contd.
30 June 1960

Summary : Suggester proposed that Form 1050 be modified so that numbers run from No. 1 at the beginning of the Form, consecutively, through to the last number at the end of the Form. At present each section is numbered from No. 1 on through, and there is confusion with several Nos. 1, several Nos. 2, etc.

25X1A Action : Fifteen Thousand new forms (1050) have been ordered by [REDACTED] -- CI, DD/P, and concurred in by RMS (verbally). The average usage of this Form is about 100 a week. Numbering as proposed by the suggester, has been adopted for use on Form 1050.

Award : Letter of Appreciation

Sugg. No. 60-424: dated 15 March 1960

[REDACTED], GS-4, Guard
Guard Force

Summary : Suggester proposed that incorrect EXIT signs posted in Temporary Buildings I, J, K, and L be corrected to eliminate confusion to employees and visitors trying to leave these buildings.

Action : Exit signs will be posted where applicable; "Entrance to Building, Rear 4th Wing" will be posted and "Entrance" will be posted outside rear of Wing 4.

Award : \$10.00 award granted.

Sugg. No. 60-465: dated 25 November 1959

[REDACTED], GS-6, Warehouse Supervisor
[REDACTED], OTR, DD/S

25X1A Summary : Suggester proposed that buses [REDACTED] be equipped with electric fans, aimed at the side windows nearest the driver, to afford a clear side view in inclement weather. Defrosters only clear the front windshields. These buses are used for transportation to schools, as well as normal [REDACTED] transportation.

25X1A Action : This suggestion has been adopted by [REDACTED] with an improvement in safety and efficiency. Agency buses are already equipped with defrosters and fans.

Award : \$25.00 award granted.

$$\text{C-O-N-F-I-D-E-N-T-I-A-L}$$

Minimal Awards Cases Contd.
30 June 1960

25X1A Sugg. No. 60-480: dated 17 March 1960 [REDACTED], GS-12, Budget Officer
OS, A&TS, DD/S

Summary : Suggester proposed revision of an internal office procedure for forwarding time and attendance reports to [REDACTED] offices of the OS. The suggestion eliminated the preparation, mailing, and filing of [REDACTED] memos every two weeks to [REDACTED] offices as well as review of reports by GS-14, GS-13 and GS-5 personnel every two weeks.

Action : The suggestion was adopted in the OS and placed in effect on 22 March 1960. It has accelerated the transmission of T & A awards to OS [REDACTED] offices, and has increased the efficiency of the operation.

Award : \$25.00 award granted.

25X1A Sugg. No. 60-488: dated 13 April 1960
[REDACTED], GS-9, Operations Officer
SR, DD/P

Summary : Suggester proposed that the schedules for the shuttle buses be listed in detachable form in the Agency Telephone Directory to make the printed schedule easily accessible to all employees.

Action : The suggestion has prompted a notation in the Directory of where and how to obtain Agency shuttle bus schedules, which will read as follows:

"Agency shuttle bus schedules may be obtained by Agency supervisors or their authorized representatives by calling X-2217"

Award : Letter of Appreciation

25X1A Sugg. No. 60-500: dated 14 April 1960 [REDACTED], GS-9, Logistics Officer
OS. DD/S

Summary : The suggester proposed that the second-floor storage room presently used by the Office of Security for handling bulk operational equipment, stationery and supplies, visual aids, etc., for Headquarters and the field, be transferred from its present location one floor and two wings away from the Office of

C-O-N-F-I-D-E-N-T-I-A-L

Minimal Awards Cases Contd.

Sugg. No. 60-500 Contd.

30 June 1960

wing housing the Logistics Branch which has charge of the room.

Action : The suggestion will eliminate the hauling of an average daily 65-pound delivery to and from the second floor of the building as well as cutting time required for issuance and receipt of the equipment. Probability of accident or injury is lessened through the elimination of carrying heavy equipment up and down stairs.

Award : Letter of Appreciation

25X1A Sugg. No. 60-524: dated 25 April 1960 [REDACTED], GS-12, Investigator OS, DD/S

Summary : This suggester proposed that the unused space in the North Barton Parking area be made into a legal parking space. It had previously been considered illegal due to the fact that it adjoins the fire lane. This area is large enough to accommodate two cars and the suggester proposed that he be assigned one of the spaces.

Action : The suggestion was acted upon by the Office of Logistics and brought about a slight improvement. Originally this space had been assigned to the Office of the SSA, DD/S, but was abolished to make a needed right-of-way. Due to the suggestion, the space was converted and assigned to the Office of SSA, DD/S.

Award : Letter of Appreciation.

C-O-N-F-I-D-E-N-T-I-A-L